

# ***Little Otters Pre-School & Toddler Group***

East Budleigh Village Hall, Wynards Road, East Budleigh,  
Devon, EX9 7DU  
Reg. Charity No. 1002116



## ***New Starters Pack***

## ***Welcome to Little Otters Pre-School***

We're delighted that you have chosen Little Otters Pre-School for your child and hope that both you and your child will enjoy your time here.

This New Starters Pack is designed to familiarise you with Little Otters' policies and procedures. Please read the enclosed information, return the necessary forms and keep the rest for reference. You should already have a copy of the Pre-School Prospectus which you should also read with this New Starters Pack. If you do not have a copy, please request one.

### **Policies and Procedures**

In line with Ofsted requirements, Little Otters Pre-School has a number of policies and procedures that aim to ensure that the service provided by the Pre-School is a high quality and enjoyable one. Policies are prepared by Committee working together with staff and are reviewed on a regular basis.

The current list of policies is as follows, copies of those shown in bold font are included in this New Starters Pack. All policies are displayed in the file kept in the lobby at Pre-School. Please read them and don't hesitate to let us know if you have comments on any of the policies.

- Admissions Policy
- Allegations of Neglect or Abuse By a Member of Staff Procedure
- **Arrival and Departure of Children, Parents & Staff Policy**
- **Collection Arrangements Form**
- **Non Collection of Children Policy**
- **Letter to Parents**
- **Failure to Collect Contacts Form**
- Behaviour Management Policy
- Complaints Procedure
- Confidentiality Policy
- Equality and Diversity Policy
- Equipment and Resources Policy
- Financial Assistance to Staff for Training Purposes.
- Flexible Working Policy.
- Food and Drink Policy
- **Health & Safety Policy** (including **safety rules**, list of first aiders, fire and accident reporting/recording procedures, **parental consent for administration of medicines and for emergency medical treatment.**)
- Human Flu Pandemic Policy
- Lost Child Procedure
- Non Grant –Funded Sessions Charging Policy
- Outings Procedure
- Parental Leave and Time Off for Dependents Policy
- **Parental Partnership Policy** (including **Guidance for rota helpers, your child's keyworker - information on observation and record keeping and photography consent form**)
- Paternity Leave
- Procedure in the Event of a Child Being Lost
- **Reimbursement of funding Policy**

- Roles and Responsibilities of Committee (including Committee list) **Call to Committee letter**
- Safeguarding Children Policy
- Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy
- Settling In Policy
- Special Needs/Disability Policy
- Staffing & Employment Policy (including staff list and staff rota) including recruitment of ex offenders and student placement policy.

Some of the policies enclosed in this pack require you to complete pages and return them to Pre-School. Please do so as soon as possible after your child starts at Little Otters.

# **LITTLE OTTERS PRE-SCHOOL**

## **POLICY FOR THE ARRIVAL & DEPARTURE OF CHILDREN, PARENTS AND STAFF**

A member of staff, usually the Pre-School Leader, will unlock the building at the beginning of the day.

On arrival, parents are asked to wait in the lobby with their child until a member of staff opens the Pre-School session at 9.15 a.m.

One member of staff will be in charge of the door at opening time to ensure that no children leave the building. Staff will greet the children and the register will be called after physical warm up. This will be no later than 9.25a.m. The names of staff and rota helpers will also be entered in the register and the signing-in book. Children arriving after 9.20 a.m. will be marked "late" in the register with the time of their arrival. Children or adults who leave early will be marked off the register as they leave, along with the time at which they leave. This will enable the Pre-School Leader to know how many adults and children are in the building should an emergency arise. Any visitors will be marked in and out on the register and the signing-in book. The number of children, adults and any visitors present in a session will be displayed on a white board within the setting.

For any visits to the local shop, children and staff will be signed out and then back in again in the signing-in book.


At the end of the session, a member of staff will open the door and remain at the door to ensure that children do not run out. Parents/carers are requested to enter right into the main hall to greet the child. Once a parent/carer has greeted a child, the child's safety becomes their responsibility. Children will be marked off the register as they leave with their parent/carer. Children collected after 11.50 a.m. (or 12.50 p.m. for lunch club sessions) will be marked as "late" in the register with the time they are collected.

The Pre-School reserve the right to charge parents for any repayment of Early Years funding required by Devon LEA should they consider repeated late arrival as sporadic attendance. The Pre-School also reserve the right to charge parents for staff time due to late collection of children at a rate of £10 per hour with a minimum charge of £5 for each late collection.

Parents must complete the collection arrangements form and inform the Pre-School Leader, in writing, should anybody other than usual be collecting their child. In an emergency parents/carers should telephone the Pre-school and a note will be made in the diary by staff. If a person who is unknown to the Pre-School arrives to collect a child, with no prior information having been given by the parents, staff will attempt to contact parents to establish whether the child should be permitted to leave with that person. If no contact can be made and the child is not collected then the non-collection of children policy will be followed. If in an emergency the parent/carer is unavoidably delayed a password will be needed to release the child into the care of another adult (especially if the adult is not known to staff).

The Pre-School Leader will check the building and leave it secure at the end of the session. This may be delegated if necessary.

This policy was adopted at a meeting of the Little Otters Pre-school Committee held on 29<sup>th</sup> June 2009.

Signed on behalf of the Pre-School.....  .....(chair)

Procedure first prepared April 2002  
Revised June 2009

## **LITTLE OTTERS PRE-SCHOOL**

### COLLECTION ARRANGEMENTS FORM

If having notified us of your collection arrangements there are changes to the schedule then:

1. If the changes are permanent please advise us in writing
  
2. If the change is temporary or a one off then we would ask that the following points be followed:
  1. Advise us in writing or phone Pre-School Number: 01395 445825 and let us know changes.
  2. Give full name of adult collecting and relationship if any with child.
  3. Ensure if not a regular to Pre-School, you have a password that you, pre-school and the adult all know as they **will** be asked for it.

We do hope that you understand why we would like these guidelines followed; it is for your peace of mind and also importantly your child's safety

Thank you for your co-operation

.....

Name of Child \_\_\_\_\_

<b>Session</b>	<b>Adult to collect</b>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Name of Parent/Carer .....

Signature of Parent/Carer .....

Date .....

Password .....

# LITTLE OTTERS PRE-SCHOOL

## NON-COLLECTION OF CHILDREN POLICY

Parents of children starting at Pre-School are asked to provide a list of people who should be contacted to collect their child if necessary. Parents are also required to indicate if there is anyone who does not have legal access to the child. Parents are provided with the Pre-School contact number (01395 445825) and asked to let Pre-School know as soon as possible if there is likely to be a delay in collection of their child. If the child is to be collected by someone other than the persons normally authorised to collect the child, parents should inform the Pre-School, preferably in writing.


If a child is not collected at the end of a Pre-School session/lunch club, the following procedure will be followed:

- Wait ten minutes in case the parent/carer has been held up.
- After ten minutes phone the parent/carer.
- If there is no answer, phone in turn the 'failure to collect' contacts nominated by the parent in the child's registration details. Ask them to come and collect the child, then wait until they arrive.
- Phone the emergency contact (this is likely to be the other parent or another relative/carer). Either inform them who has collected the child, or seek instructions if none of the other nominated contacts is available.
- The child will stay at Pre-School with two fully police checked staff/Committee Members until safely collected.
- If no contact has been made with anyone, i.e. all the above options have been exhausted, the Police or the local Safeguarding Children Board will be contacted (Exeter 01392 384444 Out of Hours Emergency 0845 6000388)
- Attempt to phone the other contacts at regular intervals; if successful explain the situation and ask them to collect the child.
- If as a result of advice from the Police or the local Safeguarding Children Board the child is taken from the premises (for example to Exmouth Police Station) a note will be left on the outside door explaining the course of action taken to the parent/carer.
- A full written report of the incident will be recorded and a copy will be sent to Ofsted with an action plan. The incident will also be recorded in the incident folder.
- Depending on circumstances, the Pre-School reserves the right to charge parents for the additional hours worked by the staff.

Attachments:

1. Letter informing parents of this policy
2. "Failure to collect" contact form

This policy was adopted at a meeting of the Little Otters Pre-school Committee held on 29<sup>th</sup> June 2009.

Signed on behalf of the Pre-School.....  .....(chair)

Procedure first prepared December 2001  
Last Reviewed June 2009

# Little Otters Pre-School

East Budleigh Village Hall  
Wynards Road  
East Budleigh  
EX9 7DU  
01395 445825

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Dear Parent/Carer,

## ***Re: Little Otters Pre-School Non-Collection of Children Policy***

Under Ofsted regulations, we are required to have a written procedure to be followed in the event of a parent/carer failing to collect a child.

Parents are sometimes unavoidably delayed for short periods and we would ask you to keep staff informed if at all possible if this is likely to be the case. If you need to contact staff during the session the telephone number of Little Otters Pre-School is 01395 445825.

However, the procedure is designed to cover what we will do if you are very delayed and unable to contact us and we have no information as to when your child will be collected.

For this purpose, we ask all parents to provide a list of people whom we can contact to collect your child if you have not arrived within half an hour of the end of the Pre-School session (or lunch club). This may be a local friend, relative or neighbour who you would be happy to be asked to collect and look after your child until you return. You can list as many people as you like (please ensure they are happy that you have given their name for this purpose) but please list at least two names if you can. Bear in mind that a friend collecting their own child from Pre-School will already have left by that time so we would need to call them back in.

The list may, if you wish, be different than your emergency contact already listed on your application form (who would normally only be called in the event of any emergency rather than late arrival) but if this contact can also be called please indicate this on the attached form.

If there is anyone who does not have legal access to your child and should not be permitted to collect your child, please make sure this is made clear on the form. If it is an estranger partner, sibling or family member, Little Otters must be provided with a copy of the court order. Confidentiality will remain at all times.

Please read the attached Pre-School policy on non-collection of a child, complete the attached form and return it to the Pre-School leader as soon as possible after your child starts at Little Otters Pre-School.

If you have any questions do not hesitate to speak to the Pre-School leader or to the Committee Chair.

Thank you for your co-operation.  
Little Otters Pre-School Committee

# LITTLE OTTERS PRE-SCHOOL

## 'FAILURE TO COLLECT' CONTACTS

(to be used in the event of a parent failing to collect their child)

**Child's name:** .....

- I have read the procedure that will be followed if I fail to collect my child. I authorise the following people to collect my child and look after him / her until I return.

Please list below the name, address, telephone no and mobile number of a minimum of two contacts

1.

2.

(continue overleaf if necessary)

Please ensure that the people you have nominated as emergency contacts are aware that their details have been given to Little Otters as an emergency contact.

Please also ensure that the emergency contacts are aware of the password you have given to the Pre-School in order to pick up your child.

- If there is anyone who does not have legal access to your child and should not be permitted to collect your child, please give details here.**

**Signed** ..... **(parent/carer)**

**Date** .....

# **LITTLE OTTERS PRE-SCHOOL**

## **HEALTH AND SAFETY POLICY**

It is the policy of Little Otters Pre-School that its activities are carried out at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, children and helpers. The Pre-School is committed to providing and maintaining a safe working environment for its employees and helpers, and a safe play environment for the children.

Little Otters Pre-school has a no smoking policy.

Only persons who have been checked for criminal records by enhanced disclosure from the Criminal Records Bureau and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting. Only Committee Members who are CRB checked by Little Otters are allowed to assist children in the toilets.

Systems and policies are in place for the safe arrival and departure of children.

Ongoing risk assessments of the Pre-School premises and specific situations e.g. Pre-School outings, are performed by the Pre-School Leader. Action plans are developed based on risk assessments and specify the person responsible for the action, timescales for action and any funding required.

### **All employees & helpers**

- take reasonable care to safeguard their own health & safety and that of others who may be affected by what they do or fail to do;
- have knowledge on safe lifting practices with regards to equipment handling;
- report to the Pre-School Leader any defective equipment, hazardous situation or accident: complete the accident book in the event of having dealt with an accident;
- ensure that they are aware of emergency arrangements and safety procedures;
- show a commitment to safety and demonstrate a personal example.

### **Training and Education**

- All staff and volunteers in the Pre-School setting are required to read the health and safety rules
- health and safety issues are explained to the parents of new children and copies of specific policies regarding health and safety are given to parents
- children are made aware of health and safety issues through discussions, planned activities and routines
- Staff, volunteers and parents should be informed of any changes in policies

## Health

Our Pre-School promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

- **Food**  
Snacks that the children select from the snack café are varied and will always include healthy options such as fruit, vegetables and salad. The children can select milk or water to drink.
  
- **Physical Exercise**  
Facilities are made available for both indoor and outdoor physical play. Outdoor play in the fresh air will be part of the Pre-School routine throughout the year. Outdoor play and outdoor play equipment will vary depending on the weather. There is a daily warm up and Leap 4 Life exercise.

## Illness

- Parents are asked to keep their children at home if they are unwell, especially if they have a temperature or rash, or have been vomiting or had diarrhoea within the last 48 hours, or if they have a contagious condition such as impetigo, chicken pox, conjunctivitis etc (please refer to the Spotted Dog booklet in the foyer).
- Parents are asked to notify the Pre-School staff of potential exposure to contagious illness, such as chicken pox, conjunctivitis, worms. The staff will then post a note on the notice board. This will help other parents to look out for symptoms, and vulnerable people to avoid exposure.
- If a child becomes unwell during a session, the staff will telephone the parent or emergency contact and ask for the child to be taken home.
- If staff notice live head lice on a child, the parent will be asked to treat them appropriately before their next session and until their hair is lice free. See also booklet on Head Lice in the foyer.
- If the children of the Pre-School staff are unwell, the children will not accompany their parents to work in the Pre-School.
- Cuts or open sores, whether on adults or children, will be covered with a plaster or other dressing.
- If a child is on prescribed medication, if possible, the child's parents will administer the medicine. If not, then medication must be clearly labelled with the child's name, dosage and any instructions in the original child proof container. Written information will be obtained from the parent, giving clear instructions about dosage, administration of the medication and permission for a member of staff to follow the instructions. For this reason, parents should complete an administration of medication form.
- All medicines will be kept in the fridge or on top of the fridge.
- An administering medicine folder is available to log in the details of medication given and the signature of the person administering it.
- If children are known to have a particular medical condition, then specialist advice

- will be sought to ensure that staff are adequately trained in dealing with it.
- The health and safety officer will ensure that the first aid box is kept stocked.
  - Any injury requiring General Practitioner or Hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.
  - Ofsted is notified of any infectious disease which a qualified medical person has diagnosed and considers notifiable.

## **Hygiene**

Little Otters policy is to maintain and promote good hygiene practices to prevent spread of infection.

### **Personal Hygiene:**

- Hands are washed with antibacterial soap after using the toilet and before having any food;
- Hands are dried with paper towels which are disposed of appropriately;
- A box of tissues is available and children will be encouraged to blow and wipe their noses, then dispose of the tissue in the bin provided;
- Children are encouraged to cover their mouths when coughing;
- Antibacterial hand gel is available for use by staff and children after blowing and wiping noses.

### **Cleaning Up:**

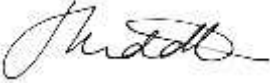
- Any spills of blood, vomit or excrement will be wiped up and flushed away down the toilet, using disposable gloves, and floors and other surfaces will be disinfected.
- Spare clothes will be available in case of accidents; soiled garments will be wrapped in a plastic bag to be taken home.
- All surfaces will be cleaned daily, and tables will be wiped down before and after snack/lunch time with antibacterial cleaner.
- Separate cleaning cloths will be available for wiping surfaces and floors, and for kitchen and toilet areas.

**Food and Drink Hygiene** refer to policy on Food and Drink

Attachments to this policy:

- Safety rules
- Fire procedure
- Accident procedure
- List of first aiders
- Parental consent for emergency medical treatment
- Parental consent for the administration of medicines

This policy was adopted at a meeting of the Little Otters Pre-School Committee held on 4<sup>th</sup> November 2009

Signed on behalf of the Pre-School..........(chair)

Policy first adopted August 2001  
Last Revised November 2009

In addition, the following policies and documentation in relation to health and safety are in place.

### **Safety**

Policy for the arrival and departure of children, parents and staff  
Safeguarding Children Policy and procedures  
Procedure for outings  
Risk assessment folder  
Procedure in the event of a child being lost  
Non-collection of children policy

### **Health**

Administration of medication record  
Accident record  
Head lice advice  
Food and Drink Policy

## LITTLE OTTERS PRE-SCHOOL SAFETY RULES

The safety of young children is of paramount importance. The Safety Rules are:

- All children enrolled at Pre-School are supervised by adults at all times and will always be within sight of an adult, (except when using the toilet);
- A member of staff will be at the door during children's arrivals and departures;
- A register of children is completed once all of the children have arrived so that a complete record of all those present is available in an emergency;
- **The main entrance will be locked during the Pre-School session to prevent children from leaving or unauthorised adults entering;**
- If a small group goes outside there will be sufficient adults to maintain appropriate ratios for staff and children remaining inside;
- A minimum of one adult will be responsible for outdoor play on the premises;
- Activities such as cooking and energetic play receive close and constant supervision;
- **Once a parent/carer has greeted their child at the end of a session, responsibility for the safety of that child lies with the parent/carer;**
- Children will leave the group only with authorised adults who have completed the password check;
- **Only staff and Committee Members who are CRB checked by Little Otters help children in the toilet;**
- **Children do not have unsupervised access to the kitchen, cookers or any cupboards storing hazardous materials including matches;**
- **Children are not allowed unsupervised into the store cupboard;**
- Adults do not walk about with hot drinks or place hot drinks within reach of children;
- The layout and space ratios allow children and adults to move safely and freely between activities;
- Outdoor space is fenced and the gates are bolted;
- Fire doors are never obstructed;
- All dangerous materials including medicines and cleaning materials are stored out of reach of children;
- There is **no smoking** on the Pre-School premises;
- Equipment is checked regularly and any dangerous items repaired or discarded;
- **Heavy equipment should be lifted and moved by two people;**
- On outings the adult: child ratio will be assessed on a case to case basis; (refer to Procedure for outings);
- **It is the responsibility of parents/carers to send their child to Pre-School with a sun hat and with sunscreen already applied during hot weather;**
- **A folder is available at each session for the reporting of any accident;**
- Complete the accident and incident form in the event of having dealt with an accident;
- Regular safety monitoring will include checking of the accident book by the Health & Safety officer and checking and maintaining the contents of the first aid box

**Those in bold are emphasised for parents and rota helpers to take note.**

Procedure first prepared August 2001

Last Revised November 2009

# **LITTLE OTTERS PRE-SCHOOL**

## **FIRE PROCEDURE**

- **Fire doors are clearly marked, never obstructed and easily opened from inside;**
- **Smoke detectors and fire fighting equipment conform to BSEN standards and are checked as specified by the manufacture;**
- **Member of staff to sound the fire alarm (situated on the kitchen wall);**
- **The fire procedure is explained to new staff, volunteers and parents. Staff and parent should sign to say that they understand it;**
- **A Fire Marshall is in attendance at every session;**
- **Staff should be made aware during every session who is responsible for each role in the case of an emergency;**
- **Children to be assembled by the main doors, or fire doors if necessary;**
- **Assistant to check toilet area and equipment cupboard;**
- **Register (kept on registration table), children's information file, fire policy and list of products including cleaning products to be collected by the supervisor/Pre-School Leader;**
- **Walk children through main doors, or fire doors, and assemble in car park. Call register;**
- **Use a fire extinguisher if it is safe to do so;**
- **Fire service to be telephoned from public call box in car park or from within the hall if safe to do so.**

### **Fire Drills**

The Pre-School Leader shall organise fire drills at the beginning of each month, to ensure that all staff are aware of their roles. The children should also be made aware of fire drill procedures in a way that is appropriate to their age and level of understanding.

# **LITTLE OTTERS PRE-SCHOOL**

## **EMERGENCY PROCEDURE**

- **Raise the Alarm**
- **Call 999**
- **Evacuate the premises – and assemble in the Car Park**
- **Do not re-enter the building until you are told it is safe to do so**

# **LITTLE OTTERS PRE-SCHOOL**

## **ACCIDENT PROCEDURE**

- **Make sure the accident scene is safe;**
- **Treat the child as required or call a first-aider (list attached) if necessary;**
- **The first aid kit is kept in the cupboard under the sink in the kitchen during sessions and out of hours;**
- **In the event of an emergency, an ambulance should be called;**
- **In the event of an emergency follow the emergency plan kept by the telephone at all times;**
- **All accidents must be recorded in the accident and incident file as described below;**
- **Ofsted is notified of any injury requiring treatment by a General Practitioner or Hospital Doctor or the death of a child or adult.**

### **Procedure for Recording and Reporting Accidents**

**Any injury to children or employees and helpers should be recorded in the accident file by the Pre-School Leader and verified by a second member of staff. They should also be notified to the parent/carer who should initial the record in the accident and incident file. When full the accident file should be retained by the Pre-School Committee.**

### **Staff**

**Work-related accidents causing major injuries to employees are reportable to the Health & Safety Executive by the Chair of the Pre-School Committee. Please consult the Committee Chair if you are unsure whether something is reportable. Further guidance is also contained in the Pre-School Learning Alliance publication 'Pre-Schools as Employers'.**

## **LITTLE OTTERS PRE-SCHOOL**

### **FIRST AIDERS**

The following staff members are first aid trained and hold current First Aid Certificates

- Michelle Chudley
- Paula Caplan
- Fran Mills
- Mary Dennis
- Traci Wartnaby
- Sam Pettit
- Sim Gilbert

Procedure first prepared August 2001  
Last Revised November 2009

# **LITTLE OTTERS PRE-SCHOOL**

## **PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES**

- It is the responsibility of the Pre-School Leader to ensure parents give prior written permission for the administration of prescription medication.
- Children's prescribed drugs must be stored in their original childproof containers and must be clearly labelled.
- There must be clear written instructions for the administration of the medication. Parents should complete an administering medicines form.
- Information, if applicable, regarding possible side effects should be made available to the Pre-School Leader.
- A health professional must provide individual training to relevant members of staff if the prescribed medication requires medical knowledge for its safe administration.

# LITTLE OTTERS PRE-SCHOOL

## EMERGENCY MEDICAL TREATMENT FORM

If emergency medical treatment is needed, a member of staff who is a trained first aider will administer first aid until an ambulance arrives. The child will then be taken to hospital by ambulance for emergency treatment.

We would like to reassure you that this is extremely rare. However, we are required by Ofsted to seek your consent for the above procedure. The consent form must be signed by somebody who is a parent or legal guardian.

Please complete the form below and hand it to the Pre-School Leader.

I ..... (parent/legal guardian)

give my consent / do not consent (delete as applicable)

for the above procedure in the event of my child ..... needing emergency medical treatment.

I understand that the Pre-School will act in the best interests of my child.

I understand that the Pre-School will make every effort to contact me or another person named on the emergency contact form if hospital treatment is needed.

*Please note any specific information concerning the health of your child which may be relevant in the event of any emergency (such as an allergy to certain medication) below.*

Parent/legal guardian signature .....

Date .....

Specific information relating to your child's health:

# LITTLE OTTERS PRE-SCHOOL

## PROCEDURE FOR OUTINGS

### Visits to schools

Children will normally be accompanied by Pre-School staff during school visits, during which they may also be directed and supervised by school staff. Parents may also accompany the visit if they like. Each visit will be well publicised beforehand and a written consent will be sought from parents before each visit.

- **Drake's School, East Budleigh**

Due to the proximity of the school, all of the children from the session concerned normally join the school visits, which occupy about half the session. This is not compulsory, but parents will need to make alternative arrangements for their child if they do not wish them to go on the visit that day. Normally, parents will be asked to deliver their child to the school, and staff will walk the children back to the village hall at the end of the visit, for the rest of the Pre-School session. A risk assessment will be performed prior to each visit to establish the necessary adult to child ratio to be maintained during this walk.

- **Otterton School**

Occasionally a whole group visit to Otterton School will replace a normal Pre-School session as described above, but aimed mostly at those children who are expecting to attend the school. There are also two extra summer term visits, just for those due to start at the school the following term, although others may also attend if requested. Normally a member of staff is provided by Little Otters Pre-School to accompany the group just for the first of these mornings, to help the children feel more secure. Other staff remain at Little Otters Pre-School to run the normal session. Parents are responsible for transport to and from Otterton School, and are also encouraged to attend.

### Other Pre-School outings

Little Otters Pre-School normally organises an outing each summer and occasionally throughout the year. In most cases children are accompanied by parents. A number of staff also attend to supervise any unaccompanied children, the necessary adult to child ratio having been established by a prior risk assessment. Transport for the children is provided by parents, who make their own arrangements for car sharing and therefore assume responsibility for safe travel and car insurance. Unless notified, these outings will replace a normal Pre-School session. An additional charge may be made to cover the cost of an outing. Each outing will be well publicised beforehand and a written consent will be sought from parents before each outing.

This policy was adopted at a meeting of the Little Otters Pre-school Committee held on 11<sup>th</sup> March 2009.

Signed on behalf of the Pre-School.....



.....(chair)

Policy first adopted 18<sup>th</sup> June 2002

Revised March 2009

# LITTLE OTTERS PRE-SCHOOL

## PARENTAL PARTNERSHIP POLICY

Little Otters Pre-School believes that children benefit when parents and Pre-Schools work together in partnership. The Pre-School aims to support parents as their children's first and most important educators and to involve parents in the life of the Pre-School and their children's education.

In order to achieve these aims:

- We are committed to ongoing dialogue with parents to improve our knowledge of the needs of their children and support their families.
- Through access to written information and through regular informal communication, we aim to make all parents aware of how the Pre-School is run and its policies. A list of some policies is provided to parents as part of the New Starters Pack. All parents have access to a copy of Pre-School policies kept in the Policies File in the lobby. New policies, or any changes to existing policies, will be highlighted on the notice board.
- Little Otters encourages parents/carers to play an active part in Pre-School sessions by becoming volunteer rota helpers. It is not a requirement that parents offer to be rota helpers. We welcome the contributions of parents in whatever form this may take and encourage parents to bring their own skills, knowledge and interest to the activities of the group.
- We encourage parents to play an active part in the management of the Pre-School by volunteering to become Committee members. Parents are not required to join the Committee.
- The Pre-School will ensure that all parents are fully informed about the Committee's activities. Minutes of the meetings are posted on the notice board at Pre-School for all parents to read.
- The Annual General Meeting of the Pre-School Committee will be held at a time and venue which is convenient to all. Adequate notice of the AGM will be given and parents/carers will be encouraged to attend.
- The Pre-School welcomes any suggestions, feedback and comments from parents. Please feel free to speak to the Pre-School Leader or any member of the Committee. Information obtained from parents will be communicated as necessary, by the recipient, to the appropriate staff or Committee Member, and acknowledged by staff or Committee where appropriate. If necessary, issues arising will be raised at a Committee meeting and responded to by a person named in the minutes. Issues raised by parents will also be given due consideration when reviewing policies.
- We aim to keep parents informed of their children's progress. Records of development are kept for each child. Parents are able to view these records at


any time on request. We encourage parents to share their impressions on how their child is developing. Little Otters operates a keyworker system and parents will be informed who their child's keyworker will be.

- A regular newsletter is provided to inform parents about Pre-School activities and the Early Years Foundation Stage being implemented at Little Otters.
- Little Otters Pre-School completes a transitional document before children start full-time school or leaving to go to another setting.
- The Pre-School will offer the opportunity for parents to meet with either the child's keyworker or the Pre-School leader to discuss their child's transfer to school.
- As part of the Little Otters Pre-School's partnership with parents we also use a partnership book as an additional way of communicating with parents and also other settings that a child may attend.

Attachments to this policy:

- Guidance for rota helpers
- Your child's keyworker – Information Sharing, Observations and Record Keeping
- Photography consent form

This policy was adopted at a meeting of the Little Otters Pre-school Committee held on 6<sup>th</sup> May 2009.

Signed on behalf of the Pre-School.....  .....(chair)

Policy first adopted 27 February 2002  
Revised May 2009

# LITTLE OTTERS PRE-SCHOOL

## GUIDANCE FOR ROTA HELPERS

At Little Otters we value the involvement of parents, grandparents and other carers, whatever their gender or age, and are delighted that you have volunteered to help. We view this as an opportunity for you to get to know what the children are doing, and take an active part, providing valuable extra adult involvement for the children, as well as contributing greatly to the smooth running of sessions.

It would help enormously if you could arrive at the village hall by 9 a.m., in time to help set up the equipment before the session, and to stay until most things are packed away at the end if you can (children permitting!). On lunch club days, if your child attends lunch club, it would be appreciated if you could stay until the end of lunch club. The plans are on the cupboard door and will help you to know what equipment is needed.

During the session, our focus is on informal learning through play. Do ask the staff if you feel you need directing, but feel free to be responsive to the children's play, joining in or helping out where necessary. All the adults, whether staff or volunteers, tend to pitch in with manual jobs, so you may also be able to help with preparing the snack café, washing up (snack and paint pots), clearing equipment away during the story, or helping to set up and supervise outdoor play. Do take the initiative to do whatever you see needs doing, or ask if you are unsure.

Please do read our Safety Rules before the session, for the safety of both yourself and the children. Please also read our Confidentiality Policy. Can we remind you that only staff and committee members who are CRB checked by Little Otters are to help children in the toilet.

We hope you enjoy your rota sessions, your active involvement will help build the communication and partnership with parents that we value, and which will benefit the children.

Many thanks.

First prepared June 2004  
Last Revised May 2009

# LITTLE OTTERS PRE-SCHOOL

## YOUR CHILD'S KEYWORKER - INFORMATION SHARING OBSERVATIONS AND RECORD KEEPING

Observing and recording what children do, helps the staff to plan activities that are appropriate to what the children understand, and that guide them on towards the next steps in their learning, responding to their particular interests. It can also help to show you how your child is developing during their time at Pre-School.

At Little Otters the staff operate a key worker system. Although any member of staff may make observations by noticing children's growth in a particular area, in addition each child will be allocated to a member of staff who will take a particular interest in them and their progress. **'s key worker is**

Your child has a folder containing these observations together with examples of their work. This is available for you to see on request at any time, is confidential, and remains your property when your child leaves.

Photographs are sometimes taken for our album which is displayed in the foyer, and for marketing purposes to help show people what the children are doing and how the Pre-School session runs. Children may also be encouraged to take pictures to record their own observations. The attached form sets out the circumstances in which your child's photograph may be used by Pre-School. Please complete the form to indicate whether or not you are happy for your child to be photographed at Pre-School for these purposes and return it to Pre-School.

We are keen to build partnerships between the staff and parents, as good two way communication between us will help build a good relationship to benefit your child. The staff value parents' input, and would be very happy to talk to you at any time, to discuss any issues or concerns, but also to hear your impressions of your child's growth, their worries or other needs, and what interests them at the moment. It gives staff an opportunity to tap into what appeals to your child, and parents a chance to build on what their children pick up on at Pre-School. Please take the opportunity to chat with staff at the end of the session; if needed we will arrange a more convenient time or place to talk in more detail or greater privacy.

When your child reaches the end of their time at Little Otters, a short meeting will be arranged to talk through their move on to school, and discuss any relevant issues. A transitional document will also be made available, for you to pass on to the school if you wish. Please check the notice board for times and dates if this applies to you.

We distribute information to parents using their child's book bag. It is very important that you check and collect any information from these bags each day that your child is at Pre-School. Do also take a regular look at our notice boards in the entrance foyer for up to date information about things that are going on at the Pre-School.

# LITTLE OTTERS PRE-SCHOOL

## PHOTOGRAPHY CONSENT FORM

Photographs are sometimes taken for observation, recording or publication purposes during Pre-School activities. Children may also be encouraged to take pictures to record their own observations. Photographs of the children may be used by the Pre-School on the Pre-School website or in marketing materials. Photographs and names of children may also be used in newspapers for publicity purposes. Please complete the section below and return it to Pre-School to indicate whether or not you are happy for your child's photograph and name to be used for these purposes.

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# LITTLE OTTERS PRE-SCHOOL

## PHOTOGRAPHY CONSENT

I have read and understood the purposes for which photographs of my children at Pre-School may be used,

I do/do not wish my child to be photographed while involved in Pre-School activities.  
(delete as appropriate)

I do/do not wish my child's name put into any newspapers or publicity details (delete as appropriate)

Name of child .....

Name of parent/carer .....

Signature of parent/carer.....

Date.....

If you would like to give us any further details of your wishes, please feel free to do so below.


# LITTLE OTTERS PRE-SCHOOL

## POLICY FOR REIMBURSEMENT OF FUNDING

Most children at Pre-School receive funding for their place at Pre-School from the Local Education Authority ("the LEA"). The LEA attaches certain conditions to its funding. All parents have to complete a declaration of sessions stating how many sessions they believe their child will attend. In the event that the child fails to attend sufficient sessions without good reason some of the funding may have to be reimbursed by the Pre-School. In that situation the Pre-School will then seek reimbursement from the parent/carers of the child.

1. Most children attending the Pre-School will receive Early Years Education Funding (EYEF) from the LEA in the term after his/her third birthday. The child is funded for the number of sessions in a term declared by his/her parents/carers that he/she will attend the Pre-School (not including Lunch Club) on the Early Years Grant Form.
2. To claim EYEF the Children's Information Form has to be completed by parents when their child first starts Pre-School.
3. The Pre-School maintains a daily register of attendance. Parents/carers of children who have not attended for a session that they were due to attend must complete an absence form giving the reason for non attendance and this will be noted on the attendance register.
4. At the end of each term the Pre-School must submit to the LEA an audit of its attendance register (an audit verification form) showing the difference in each child's actual attendance versus their claimed attendance.
5. If the number of sessions claimed for by a child is more than the sessions actually attended (excluding authorised absences) by the child for a majority of the weeks of the term the Pre-School may be required to reimburse an amount of the funding received in respect of that child to the LEA. The LEA will not seek reimbursement of funding for authorised absences which includes sickness and up to 10 days holiday per year. Where appropriate the LEA will consider each case individually on its merits.
6. In circumstances where the Pre-School is required to reimburse funding to the LEA due to a child attending fewer sessions than claimed the Pre-School shall seek to recover the cost of the sessions from the parents/carers of that child at the EYEF rate. The parents/carers will be invoiced as soon as the Pre-School reimburse the funding to the LEA.

This policy was adopted at a meeting of the Little Otters Pre-school Committee held on 16 November 2005.

Signed on behalf of the Pre-School.....  .....(chair)

Policy first adopted 12<sup>th</sup> January 2004  
Last revised July 2008

## **LITTLE OTTERS PRE-SCHOOL NEEDS YOU!!!**

As I'm sure you are all aware, Little Otters Pre-School is run by a Committee of volunteers, mostly made up of parents of current Pre-School children. This means as children grow up and move on, so do our Committee Members! So we are always on the lookout for new parents to join the Committee.

The Committee meets about once every half term, on a weekday evening for a couple of hours. There are three main officers (the Chair, Secretary and Treasurer) and a team of around seven people to take on other areas of responsibility such as equipment, health and safety, publicity and organising fundraising events.

Being a Committee Member does not necessarily mean you have to be at the Pre-School regularly, we are all aware that it is not always possible to get away from other commitments. But on the other hand, if getting into Pre-School is not possible for you, what better way to be part of what is happening at Little Otters than being involved in the Committee running the Pre-School?

We are always looking to build up our team of supporting Committee Members. It's a great way to meet new people and be involved in how your child's Pre-School runs. So why not consider joining us? It is a very short time that a child spends at Pre-School so please get involved as early as possible.

Talk to any Committee Member (there's a list in the Pre-School foyer) or give me a call anytime on (01395) 446102.

Hope to hear from you soon!



Jo Liddle  
Chair, Little Otters Pre-School Management Committee